



POSITION DESCRIPTION

Training and Development Officer

Training and Development Officer

POSITION TITLE:	Training and Development Officer
POSITION NUMBER:	2010
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Level 3 - 4
REPORTS TO:	Manager Human Resources & Safety
DEPARTMENT:	Executive Directorate
LAST REVIEWED:	January 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

We Value



Honesty

Integrity

Accountability

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

OBJECTIVE OF THIS ROLE

This role coordinates and manages Council's workforce training and development framework to ensure organisational capability, compliance, and effective delivery of training across the employee lifecycle. It oversees training coordination, RTO engagement, funding administration, and workforce training reporting, including dashboard development and analysis while supporting WHS training requirements.

REPORTING LINES

Reports to Manager Human Resources & Safety and liaises with key internal and external stakeholders.

KEY RESPONSIBILITIES IN THIS ROLE



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- Coordinate and manage Council's workforce training and development activities across the employee lifecycle, ensuring alignment with organisational capability, compliance, and operational priorities.
- Support WHS Advisors with WHS-related training administration and compliance reporting.
- Maintain and administer the Safety Management System (Global) and associated training modules.
- Develop, maintain, and monitor Council's training matrix and training registers, including licences, qualifications, competencies and renewals.
- Liaise with Registered Training Organisations (RTO's), internal stakeholders and employees to coordinate training bookings, course delivery, and certification outcomes.
- Coordinate and support the facilitation of internal and external training courses including logistics, trainer engagement, setup and pack-down, and post-training documentation.
- Administer, configure, and continuously improve the e-Learning system, including onboarding users, assigning courses, troubleshooting access issues, and providing guidance to employees and managers.
- Develop, maintain, and report on workforce training data and dashboard (including Power BI), providing accurate and timely reporting to support compliance, planning and executive decision-making.
- Identify, coordinate, and administer training funding opportunities, grants and subsidies, ensuring accurate reporting, acquittals, and value for Council investment.
- Provide general administrative and coordination support within the scope of the role to ensure continuity of training operations and effective service delivery.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Understanding of Work Health & Safety
- Competent computer skills including a familiarity with the Microsoft Office suite, email
- Experience maintaining training systems, database or learning management systems
- Ability to analyse training data and prepare reports

KEY SELECTION CRITERIA

- Demonstrated ability to coordinate multiple training activities, priorities and stakeholders in a complex or operational environment
- Experience working with training providers, internal stakeholders and employees to achieve training outcomes.
- High attention to detail, particularly in maintaining records, compliance documentation, and reporting.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.
- Cert IV in Work Health and Safety desirable or willing to undertake
- Cert IV in Training and Assessment desirable or willing to undertake
- Experience or training in data reporting or dashboard tools (e.g. Power BI) is desirable

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations



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3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
